

SNEUCC Policy - Harassment /Sexual Harassment

It is the goal of the Conference to promote a workplace that is free of harassment and sexual harassment. In keeping with this commitment, the Conference will not tolerate harassment or sexual harassment by any applicant or employee, or by anyone, including any member of leadership, supervisor, co-worker, vendor, or customer.

Harassment

The Conference has a fundamental commitment to treat each individual with dignity and respect and is committed to maintaining an environment that is free from discrimination whereby employees at all levels can feel free to devote their efforts to their work.

Harassment is a form of discrimination. Harassment of an employee by a supervisor, co-worker or vendor on the basis of race, color, religion/creed, sex, gender, national origin, ancestry, age, physical disability, mental disability, intellectual disability, citizenship, marital status, protected hairstyles, pregnancy, or a condition related to said pregnancy, including but not limited to, lactation, or the need to express milk for nursing child, amnesty or veteran's status, criminal record, gender identity or expression, transgender status, or sexual orientation, genetic information or any other status protected by law is prohibited by federal and state law, will not be tolerated by the Conference, and will lead to progressive discipline, up to and including termination.

It is the policy of the Conference to maintain a working environment free from harassment, insults or intimidation. Verbal or physical conduct by a supervisor, vendor or co-worker is a form of discrimination when it relates to an individual's on the basis of race, color, religion/creed, sex, gender, national origin, ancestry, age, physical disability, mental disability, intellectual disability, citizenship, marital status, protected hairstyles, pregnancy, or a condition related to said pregnancy, including but not limited to, lactation, or the need to express milk for nursing child, amnesty or veteran's status, criminal record, gender identity or expression, transgender status, or sexual orientation, genetic information or any other status protected by law which has the effect of creating an intimidating, hostile or offensive work environment, unreasonably interfering with your work performance or adversely affecting your employment opportunities, is prohibited and will not be tolerated.

Sexual Harassment

Sexual harassment of employees occurring in the workplace or in other settings in which employees may find themselves in connection with their employment is unlawful and will not be tolerated by the Conference. Further, any retaliation against an individual who has complained about sexual harassment is unlawful and will not be tolerated. To achieve our goal of providing a workplace free from sexual harassment, the conduct that is described in this policy will not be tolerated and the Conference has provided a procedure by which it will deal with all inappropriate conduct.

Because the Conference takes allegations of sexual harassment seriously, the Conference will respond promptly to complaints of sexual harassment and where it is determined that such inappropriate conduct has occurred, will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate.

Please note that while this policy sets forth the goals of promoting a workplace that is free of sexual harassment, the policy is not designed or intended to limit the Conference's authority to discipline or take remedial action for workplace conduct which the Conference deems unacceptable, regardless of whether that conduct satisfies the definition of sexual harassment.

Definition of Sexual Harassment:

Sexual harassment is a form of misconduct that undermines the integrity of the employment relationship. "Sexual harassment" is defined as sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

Sexual harassment means any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when:

- Submission to or rejection of such advances, requests, or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment decisions, or
- Such advances, requests or conduct have the purpose or effect of unreasonably interfering with an employee's work performance by creating an intimidating, hostile, humiliating, or sexually offensive work environment

Under this definition, direct or implied by requests of a supervisor for sexual favors in exchange for actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits, or continued employment constitutes sexual harassment.

The legal definition of sexual harassment is broad and in addition to the examples set forth in this policy, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating a workplace environment that is hostile, offensive, intimidating, or humiliating to employees may also constitute harassment.

Sexual Harassment whether same sex, opposite sex, based on gender identity, sexual orientation, or affectional orientation is strictly prohibited. Examples may include the following:

- Unwelcome sexual advances, propositions, or other sexual comments
- Sexually offensive jokes
- Physical assaults or touching that is sexual in nature
- Preferential treatment or promises of preferential treatment to an employee for submitting to a sexual conduct, including solicitation or attempted soliciting or attempting to solicit any employee to engage in sexual activity for compensation or reward
- "Sexist" or "Discriminatory" comments or behavior (in other words, conduct that demeans other individuals because of their sex, gender identity, or affectional orientation, even if it is not vulgar or sexually provocative
- Any displays of sexually oriented pictures, posters or other reading materials which include electronic materials
- Punishing or retaliating against an employee who filed a complaint about harassment, including but not limited to any of the above

All employees should take note that, as stated above, retaliation against an employee who has complained about sexual harassment, and retaliation against employees for cooperating with an investigation of sexual harassment complaint is unlawful and will not be tolerated by the Conference.

All employees whether, in office or on your own time are expected understand you are representatives of the Conference and any actions whether inside or outside the office that may have an effect on the organization or employment may result in disciplinary action up to and including termination.

I. Complaints of Harassment

If any employee believes that they have been subjected to harassment, including sexual harassment, the employee has the right to file a complaint with the Conference.

If you would like to file a complaint you may do so by contacting:

- Your supervisor or Manager
- Director of Human Resource and Staff Engagement via email at reyesi@sneucc.org or by telephone at 203-936-7266 or
- The Executive Conference Minister via email at goodwind@sneucc.org

Complaints must be done in writing or orally including the complainant's full name, date of the alleged incident, name and work area/address of the individual whom the complaint is filed, and a clear concise written statement of the basis of the complaint, and a detailed description of the acts, including dates, locations, names of witness or any other individuals with relevant information.

The complainant does not have to be the person at whom the unwelcome conduct is directed. The complainant, regardless of gender, may be a witness to and personally offended by such conduct.

The harasser may be anyone including a supervisor, a co-worker, or a non-employee, such as a recipient of public services or a vendor.

If the incident involved your supervisor or you are uncomfortable discussing your complaint with your supervisor, you may report the incident directly to the Director of Human Resource and Staff Engagement or the Executive Conference Minister.

Supervisors who receive a complaint of harassment or witness or become aware of any alleged or possible harassment should immediately contact the Director of Human Resource and Staff Engagement. Failure to do so will result in disciplinary action, up to and including termination.

II. Harassment Investigation

When the Conference receives a complaint, it will promptly investigate the allegation in a fair and expeditious manner. The complainant must complete the Harassment Complaint Form with the alleged incident dates, location, event details and any witnesses. Once the completed Harassment Complaint Form is received, the investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances and the law. The investigation will include a private interview with the person filing the complaint and with witnesses. The Conference will also interview the person alleged to have committed harassment. When the investigation is complete, the Conference will, to the extent appropriate, inform the person filing the complaint and the person alleged to have committed the conduct of the results of that investigation. If it is determined that inappropriate conduct had occurred, and where it is appropriate, the Conference will also impose disciplinary action.

Upon receiving a complaint of harassment and as a part of its investigation, the Director of Human Resource and Staff Engagement or other person designated by Human Resources, shall initiate a meeting with the individual who alleges to have harassed the complainant. The individual will have an opportunity to respond to the complaint.

III. Disciplinary Action

If it is determined that inappropriate conduct has been committed by an employee, the Conference will impose disciplinary action, up to and including termination. Such action may range from counseling to termination from employment, and may include such other forms of disciplinary action, as the Conference deems appropriate under the circumstances.

Disciplinary action may follow these steps:

- Verbal notification of conduct that may lead to discipline
- Verbal notification of discipline that includes corrective action measures within a probationary period, which may include sensitivity training, sexual harassment training, or any other training deemed appropriate;
- Written Warning
- Suspension
- Demotion
- Termination of employment

A suspended employee will remain employed by the Conference; however, they will not attend office work, or engage in any work from home during the time they are suspended. The Conference may, based on the circumstances of the individual case, use any of the above options even though the employee has had no prior discipline if it is deemed necessary based on the severity of the employee conduct. In other words, the Conference may implement disciplinary action that is appropriate for a given situation and will not follow a progressive discipline approach if the circumstances warrant otherwise.

IV. State and Federal Remedies

In addition to the above, if you believe you have been subjected to sexual harassment, you may file a formal complaint with the government agencies set forth below for your particular State. Using the Conference's complaint process does not prohibit you from filing a complaint with these agencies. Each of the agencies has a short time period for filing a claim (as noted below).

United States Equal Opportunity Commission

John F Kennedy Federal Building
475 Government Center
Boston, MA 02203
(617) 565-3200 or (800) 669-4000

Filing deadline is 300 days

RHODE ISLAND

Rhode Island Commission on Human Rights
180 Westminster Street, 3rd floor
Providence, RI 02903

(401) 222-2661

Filing deadline is 1 year

MASSACHUSETTS

MA Commission Against Discrimination

Boston Office:

One Ashburton Place

Room 601

Boston, MA 02108

(617) 994-6000

Springfield Office:

424 Dwight St

Room 220

Springfield, MA 01103

(413) 739-2145

Filing deadline is 300 days

CONNECTICUT

CT Commission on Human Rights and Opportunities

Administrative Headquarters:

21 Grand St

Hartford, CT 06106

(860) 541-3459

Filing deadline is 300 days

South West Regional Office:

1057 Broad St

Bridgeport, CT 06604

(203) 579-6246

West Central Regional Office:

Rowland State Government Center

55 West Main St, Suite 211

Waterbury, CT 06702-2004

Eastern Regional Office:

100 Broadway

Norwich, CT 06360

(860) 886-5703

Filing deadline is 108 days.

Participation in Investigations

The Conference may, in its discretion, conduct internal investigations to review violations of Conference Policy or to review employee satisfaction.

In the event the Conference conducts an internal investigation, all employees are expected to fully cooperate and be honest and truthful in the investigation. The Conference does not expect any employee to give up or waive their legal rights at any point during an investigation.

Results of all investigations are kept confidential and revealed only to those on a need to know basis.